



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
OFFICE OF GENERAL COUNSEL

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GOVERNOR

JOHN J. DREYZEHNER, MD, MPH, FACOEM
COMMISSIONER

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LEGAL ASSISTANT POSITION

The Tennessee Department of Health is seeking a legal assistant to work in its Office of General Counsel. The duties for this position include assisting attorneys in trial litigation preparation, drafting pleadings and letters, legal research, and file organization and preparation.

Send resume to:

Suzanne Mechkowski
Office of General Counsel
665 Mainstream Dr., 2nd Floor
Nashville TN 37243, or
Fax: 615-532-3386 or Email: Suzanne.Mechkowski@tn.gov

The position comes with full state employment benefits, including health insurance, at least 11 paid holidays, 12 paid vacation days, and 12 paid sick days per year. The salary will be approximately \$38,000-\$39,000/yr., D.O.E. The office is seeking an applicant who has an interest in long-term employment with the state.

The Department of Health is an equal opportunity, equal access, affirmative action employer.